

Regulations & Application

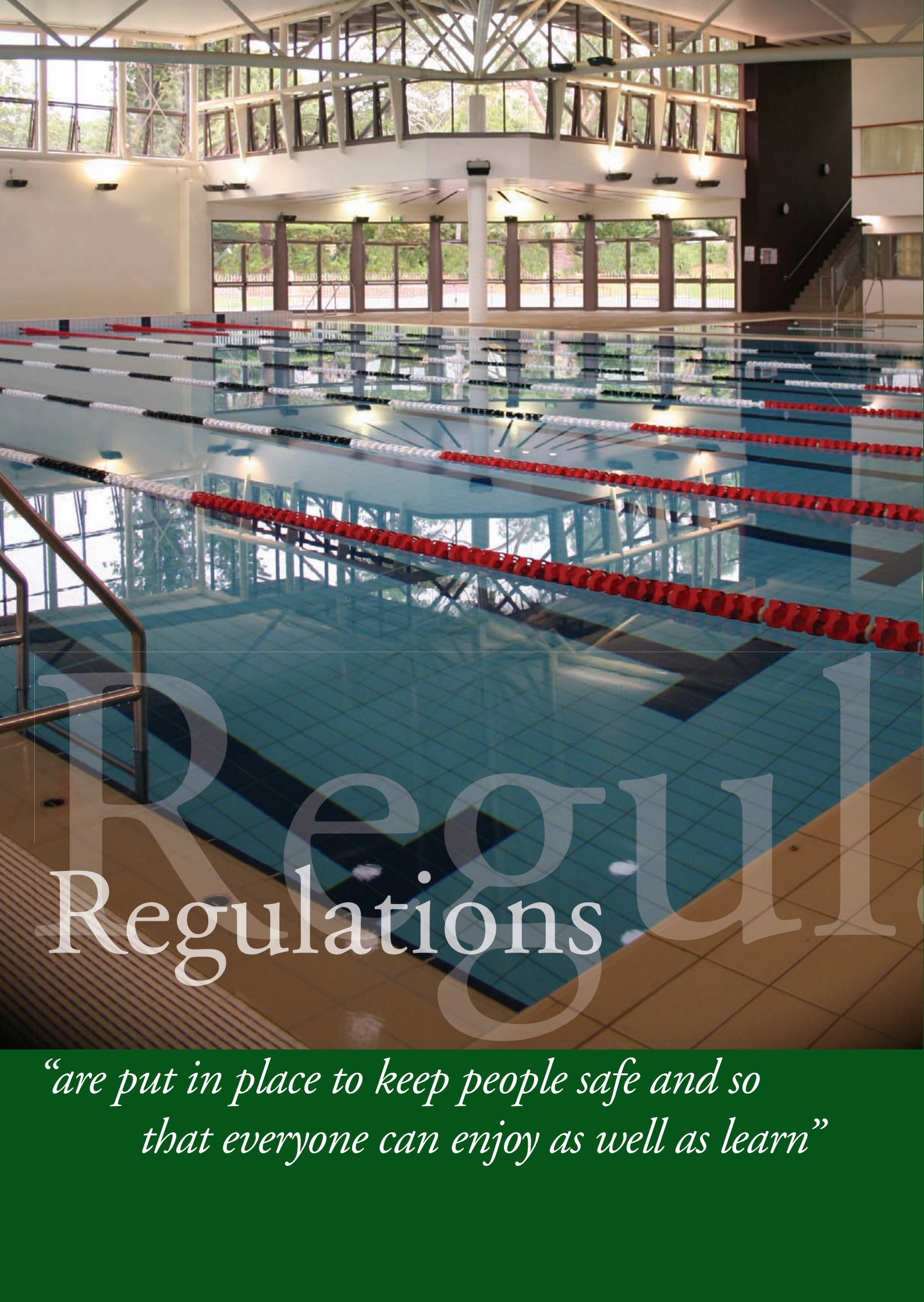
PLC

Presbyterian Ladies' College,

1888



S y d n e y



Regulations

*“are put in place to keep people safe and so
that everyone can enjoy as well as learn”*

The Presbyterian Ladies' College, Sydney is a day and boarding school for girls from Reception (4 years old) to Year 12. It offers a broad academic curriculum to students from a diverse range of backgrounds. Places are available at the College for a small number of full fee paying overseas students (as defined by the Education Services for Overseas Students Act, 2000). The College operates within the policies of the NSW Board of Studies and is a school of the Presbyterian Church of Australia in the state of New South Wales. It offers an education which is underpinned by religious values and welcomes all girls into a caring Christian environment that encourages the pursuit of excellence in all areas of life.

SPECIFIC AIMS

The College will encourage each individual to:

- develop a Christian faith
- achieve full potential in all areas of endeavour
- achieve proficiency and confidence in communication, problem solving and the use of new technologies
- attain self-confidence, and develop an enthusiastic commitment to excellence
- develop an understanding of and a respect for the values of others
- acquire skills needed to use leisure time in a fulfilling, responsible and creative fashion
- actively contribute to the wellbeing of her local, national and international community
- develop a keen, lifelong pursuit of learning.

Business Regulations

1.1 TERMS AND CONDITIONS

It must be noted that the terms and conditions set out in this document, in the Prospectus and on the Application Form and all associated papers or information sheets, may be amended from time to time by the Principal, and their provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend the College.

APPOINTMENTS WITH THE PRINCIPAL

The Principal is available for interview with the parents, and appointments may be made by telephoning the College and speaking with the Principal's Secretary.

DISCIPLINE OF STUDENTS

Our students know the College's standards and the expectations required of them. The wearing of the full College uniform, appropriate to a given activity, is expected of all students.

A positive approach to discipline applies in the College and we pride ourselves on the few externally imposed discipline measures required. Should it be deemed appropriate, detentions are available for staff to use for student misdemeanours.

The continued enrolment of a student is dependent upon her behaviour being in accord with the College Standards and Expectations as amended from time to time. Parents shall withdraw a student upon request of the Principal.

TERM DATES AND ATTENDANCE

Term dates are published a year in advance. It is expected that only in the most exceptional circumstances, which are to be discussed with the Principal, would a student be absent on vacation or travel at times other than the official vacations. It must not be assumed that approval for such absence from the College is automatic. Wherever possible, the College seeks to assist in any way. Prior discussions are essential, however, before decisions are made on absence other than that caused by student illness.

- a. Except when the express permission in writing of the Principal is given, students are not permitted to leave the College at the end of a term until the recognised closing date.
- b. A note signed by a parent or guardian is required to excuse a student for lateness or absence, or for not preparing work.
- c. When a student is absent on account of illness, immediate notice by telephone should be given to the College and the reason for absence confirmed in writing by the parent or guardian upon the student's return to the College. Please note:
 - i. students shall attend College functions as and when required
 - ii. students are expected to fulfil cocurricular training expectations as required and to participate in activities for which they are chosen
 - iii. all students unless excused by the Principal on medical grounds, are required to attend annual Year Camps.

AVAILABLE REBATES

In cases where two or more sisters of the same family are attending at the same time, the following applies:

Oldest student – full fees; second and subsequent students – ten per cent rebate on the basic fee for each child. The rebate applies only to tuition fees.

Daughters of full-time Presbyterian Ministers are eligible for a seventy five per cent remission of the basic tuition fee, and daughters of full-time Ministers of other recognised Christian Churches are eligible for a fifty per cent remission of the tuition fee.

Daughters of members of full-time College staff are eligible for a twenty five per cent rebate on the basic tuition fee.

SCHOLARSHIPS AND BURSARIES

A range of scholarships and bursaries is available with varying conditions of offer.

INSURANCE

It is the responsibility of the parent(s) or guardian(s) of each student to provide appropriate insurance cover should a student be injured or taken ill at school. While the College carries comprehensive insurance policies, the responsibility for individual insurance rests with the parent(s) or guardian(s) of each student who attends the College. Insurance of personal property is the responsibility of the parent(s) or guardian(s). The College does not accept responsibility for personal property introduced to the College by any member of the College community.

1.2 THE CONDITIONS OF APPLICATION, ENROLMENT AND ADMISSION

The conditions of application, enrolment and admission are as follows:

1. The applicant will be required to present herself for interview during the 18 months prior to entry.
2. Registration of a student's name is subject to the payment of a non-refundable Registration Fee for each student. Payment of this fee reserves a definite place for the student in the nominated year, pending the outcome of the interview, the offer of a place at the College and the payment of the Enrolment Fee confirming the intention to take up this place (see condition 4).
3. Acceptance will be for the year stated and any alteration to that would depend on a vacancy being available. The College reserves the right at any stage to refuse a student who, in the opinion of the College, is unable to meet the course and general requirements of the College or whose enrolment would cause unjustifiable hardship to the College.
4. With the exception of the Reception and Transition programmes, approximately 15 months prior to commencement at the College, an account will be rendered for a non-refundable Enrolment Fee. For students entering the Reception and Transition programmes, an account for the non-refundable Enrolment Fee will be issued when a place is offered.

5. The Reception and Transition Programmes are designed for specific groups of students. The offer of a place is subject to the programme being deemed suitable for the student. Enrolment procedures for the Transition Programme are outlined later in this document. As the Reception class only has a full five day programme, potential Reception students are assessed individually in May to June of the year prior to entry to determine the appropriateness of the programme for each child. In the case of both programmes, once a place has been offered, all other conditions and procedures of enrolment and admission will apply.
6. The Enrolment Fee for students entering in 2007 and 2008 is \$2500. It is set annually in September. Payment of this Enrolment Fee is expected within the period of time specified in the letter of offer which accompanies the account and will confirm the intention to proceed with the student's entry. This Enrolment Fee secures the student's position at the College in the year specified.
7. If a student is enrolled and her enrolment is withdrawn or deferred to a year where only a waiting list exists, all fees previously paid are forfeited.
8. In recognition of the strategic alliance which exists between PLC Sydney and PLC Armidale, enrolments are able to be transferred from one school to the other without the payment of the Registration and Enrolment fees which would normally apply. Such transfer is subject to a place being available both in the year group and in appropriate courses.
9. Once a student is in attendance at the College, at least one term's notice in writing of withdrawal must be given to the Principal. In default of such notice, a term's fees will normally be charged.
10. a. If the Principal, or any person deputing for the Principal, considers that a student is guilty of a serious breach of the rules of the College or has otherwise engaged in conduct which is prejudicial to the College or its students or staff, the Principal or Heads of School may exclude the student permanently or temporarily at their absolute discretion.
b. If the College Council or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and the College has broken down to the extent that it adversely impacts on the relationship, then the College Council or the Principal may require the parent to remove the student from the College.

No remission of fees will apply in either case.
11. The Rules and Regulations of the College in force from time to time shall be duly observed by a student and her parents or guardians.
12. The College provides a managed Health Centre where students who are taken ill at school or are injured are accommodated while contact is made with parents or guardians as quickly as possible. In the event of injury or illness to the student necessitating urgent hospital and/or medical treatment including injections, blood transfusions, and the like, and if the parent or guardian is not readily available to authorise such treatment, a responsible person on the College staff is hereby empowered to give the necessary authority for such treatment without the College or such person incurring any legal liability to the parent or guardian in so doing. The parents or guardians indemnify the College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
13. All semester and subject fees and charges are due and payable within fourteen (14) days of the account being rendered. Accounts are normally rendered prior to the commencement of each Semester. Parents experiencing difficulty with on time payment of fees should contact the Bursar to arrange an alternate payment schedule. Failure to pay tuition and other fees may result in the termination of a student's enrolment at the College.
14. The points of entry to the College are Reception, Kindergarten, Year 5, Year 7, and Year 11. Entry to Year 11 from outside the College is selective and subject to an interview and presentation of school reports.
15. The parent(s) will actively support the aims of the College whenever and wherever possible.
16. Attendance of students at Christian Religious Education lessons, worship services and activities conducted at or by the College is an essential expectation of enrolment at the College.
17. It is an expectation of the College that all parents will join the PLC Sydney Foundation at the commencement of their daughter's schooling, and the Enrolment Fee can be used as a 'stepping stone' towards full financial membership of this Foundation.
18. Tuition Fees in Advance Scheme: The College has introduced this Scheme so that parents may make provision for their daughter's fees to be secured at an indexed fee rate. This scheme is not available if the student is a Full Fee Paying Overseas Student. Please contact the Bursar for further information on this Scheme.
19. The Boarding Fee is charged to Boarders in addition to the Tuition Fee. For all years, other than Year 12, to withdraw a student from the Boarding House, a term's notice (half a semester) in writing must be given to the Principal. In default of such notice, a term's fees (half a semester) will normally be charged. In the case of Year 12, places are offered on the understanding that the fee is an annual one and that there is a commitment to pay the whole year's fee. There is no option of payment by the term for Year 12 Boarding. All billing and payment is on a semester basis with payments being due and payable within fourteen (14) days of the account being rendered.
20. The Presbyterian Ladies' College, Sydney is registered by the Department of Education, Science and Training (DEST) to accept overseas students (CRICOS Provider Number: 02280D). An overseas student is one who is NOT an Australian or New Zealand citizen, a permanent resident of Australia, or a refugee. The school does not receive government subsidies for overseas students who must, therefore, pay full fees according to a government approved scale. In addition to the information outlined

above, Full Fee Paying Overseas Students covered by the ESOS Act 2000 (and such revisions as may apply) must abide by all visa conditions and the Conditions of Enrolment for Overseas Students. It is mandatory under the Act for the College to report any breaches of conditions which become known to it. Additional conditions which are mandated by the above Act will also apply to the enrolment of students covered by the Act. The procedures for the enrolment of such students are outlined in this document at Section 3.

2. PROCEDURES FOR ENROLMENT

a. Application for Admission

The application must include the following documents:

- completed application form, clearly indicating whether a Day or Boarding place is required
- student's birth certificate
- two written references relating to the parents
- copies of the student's latest school report (where applicable)
- any applicable legal papers and court orders
- any additional educational and/or medical assessment reports which are relevant to their daughter's educational needs (where applicable).

b. Upon receipt of the above, and if these are deemed satisfactory, an acknowledgement of the receipt of the Application Form, an indication of whether there are any vacancies in the year requested, and, if so, a Reservation Form requesting the Registration Fee, will be sent.

c. Reservations are accepted strictly in order of receipt of the Registration Fee which must be accompanied by the Reservation Form issued by the College.

d. Any place reserved for a student may be offered to another applicant if the Registration Fee is not paid by the date required.

e. Notice of withdrawal of the application must be made in writing to the Registrar.

f. It is absolutely essential that the College be notified of any change of address. Failure to do so may result in loss of contact and subsequent lapse of an offer of enrolment.

The College reserves the right to amend the Conditions of Application, Enrolment and Admission at any time.

3. ENROLMENT OF FULL FEE PAYING OVERSEAS STUDENTS

a. Application for Admission

The application must include the following documents:

- completed application form (including guardianship details if relevant)
- evidence of competence in English (IELTS, AEAS report or equivalent)
- school reports for the last two years (certified translation into English if necessary)
- photocopy of passport details and visa (originals must be produced in interview).

b. An Offer of Enrolment may be made after assessing the application for admission. If documents are satisfactory, and there is an appropriate vacancy, the applicant will receive an Offer of Enrolment and a Full Fee Paying Overseas Student Confirmation of Enrolment Form. Entry to Year 11 from outside the College is selective and subject to an interview with the Principal, in the year prior to entry, and the presentation of school reports. Entry to the College will be conditional upon the outcome of this interview.

c. To accept the Offer of Enrolment the applicant must pay the Registration Fee, Enrolment Fee, and Overseas Student Tuition Fee for 12 months in advance.

d. The Confirmation of Enrolment will be issued upon receipt of payment of the Overseas Tuition Fee. This is required for visa application. If paying by cheque, please ensure that the cheque is drawn on account of an Australian licensed bank, e.g. Westpac, ANZ, National, Commonwealth.

4. TRANSITION PROGRAMME ENROLMENT

The College offers a limited number of places in the Transition Programme for students with intellectual disabilities. These students will participate in a combination of mainstream and individually structured classes from Year 7-12.

To be eligible for enrolment in the programme, should a vacancy exist, a student must:

- be of an appropriate age to enter high school
- have the ability to communicate
- have an intellectual disability that falls into the moderate to mild range, as confirmed by a psychologist's report
- provide current documentation of her disability at the time of entry to the programme.

A student will not be admitted in cases where:

- her need for constant medical attention is incompatible with classroom routines
- she exhibits behavioural problems which will disrupt the orderly work of the College, put fellow students and staff at risk of injury, or otherwise impose unjustifiable hardship on the organisational structures of the College.

Applications for enrolment will be evaluated by the Transition Assessment Team comprising members of staff and independent experts in all relevant areas including education of students with disabilities and occupational therapy. Places will be offered by the Principal after taking into account all relevant considerations, including assessments completed by the Transition Assessment Team. Such offers will only be made with due regard for the balance of needs and abilities of students already in the programme. While expressions of interest are welcome at any time, such interest does not, of itself, guarantee admission to the programme in the future.

College Standards and Expectations

At all times students should take pride in attending their College. They will be expected to show growing maturity in their respect for themselves, their fellow students and their surroundings, and therefore in their ability to discipline themselves and to present themselves well to others. This will be evident in the following areas:

- conduct
- appearance
- attitude to teachers, fellow students and to studies.

In dealing with all issues related to a student's noncompliance with College Standards and Expectations, procedural fairness will apply.

RESPECT FOR OTHERS

The Bible encourages all of us to treat others in the same way that we would like them to treat us. When this is our attitude, we help to create a community where everyone can enjoy safety, security, cooperative learning and freedom from all forms of harassment. This is the kind of community we foster at PLC Sydney, and each person has an important part to play in maintaining it.

All members of the College community are expected to relate to one another in ways that will ensure that every person is able to:

- be respected and valued as an individual
- feel safe and secure
- be free to work and learn in a positive environment
- be treated fairly
- be free from bullying
- have his/her privacy and property respected
- feel free to seek and accept appropriate help and support when it is needed.

The College considers that behaviour which does not demonstrate respect for these basic needs and freedoms of others is unacceptable.

CONDUCT

- Courtesy to teachers, fellow-students and others connected with the College is to be given at all times. A senior student is entitled to obedience in matters of conduct and appearance.
- Language in poor taste will not be tolerated.
- Students are expected to use College property with care and respect. Any wilful or grossly careless damage to College property or the property of others must be made good by the girls responsible. Liquid paper and chewing gum are not to be in the possession of any student. Rules for special areas such as the gymnasium, the pools and the laboratories must be observed. Students are expected to make intelligent use of the library, to abide by library rules and to be thoughtful of other students in promptly returning books borrowed.
- Students are expected to have a responsible attitude by remaining within the College grounds unless they have obtained a permission note signed by the Principal or Heads of School (Year 12 excepted between 12.00 noon and 1.30 pm).

For reasons of safety and the need for adequate supervision, out of bounds areas are:

- i. classrooms during recess and lunchtime (except during wet weather)
- ii. near the front gate and Meta Street gates
- iii. the areas behind the Extension Centre, Aquatic Institute, tennis courts and between College boundary fences and buildings along Young and Boundary Streets
- iv. all parking areas.

- It is each student's responsibility not to be absent from, or late to, a lesson unless there are exceptional circumstances. Day students must bring a note from home to excuse absence from the College, or any lesson, lateness, non-completion of or non-participation in work.

Students who find it necessary to bring mobile phones to the College must realise they are only to be used for emergencies. Under no circumstances are students to have telephones turned on during any lessons, functions or examinations. Each student is responsible for maintaining security for her own valuables and this includes mobile phones.

- Students are expected to conduct themselves in an appropriate manner outside the College. Whilst travelling, it is expected all students will behave in a safe and responsible manner. Students must go directly home after College and not loiter anywhere along the way. No one may ride in the guard's compartment or in an open doorway in the trains. Noise must be kept to a minimum in public transport, and no reason for complaint given to other passengers. Any misbehaviour while in transit between the College and home will be dealt with as a serious breach in a student's responsibility to the College and the general community.

As students move to and from the College, they may need to purchase items. Food purchases should be consumed while seated at the place of purchase, or at the destination.

- **Smoking, alcohol and drugs**
 - i. The College reserves the right to terminate the attendance of any student who in the opinion of the Principal, is found to exhibit serious misconduct or misbehaviour. In such a situation no refund of fees will be granted.
 - ii. Within the College there is a health education programme that informs and counsels students on the dangers of smoking, drinking alcohol and the inappropriate or illicit use of drugs.
 - iii. Smoking and drinking alcohol are forbidden within the College, when travelling to and from the College, and at any official College activity. A student found offending may be suspended. For a second offence, her enrolment may be terminated.
 - iv. Any student found to be involved in the possession, distribution or use of an illicit substance, or the abuse of a prescription drug will be suspended immediately, pending further investigation. Termination of enrolment may follow.
 - v. Before any action is taken to suspend or terminate an enrolment through reason of misbehaviour or

misconduct, the Principal may discuss the proposal with the student's parent(s)/guardian.

- vi. In the above process the Principal may coordinate an internal counselling response or provide advice on counselling external to the College.
- **Gambling** is not permitted at the College or at any College related activity.
- **Physically hitting or pushing a student or staff member**
- i. It is expected that staff and students will treat each other with respect and consideration. Accordingly no student or staff member is permitted to deliberately push or hit another member of the College community in a manner that is unwelcome.
- ii. Within the College there is a pastoral care programme that informs and counsels students about behaviour management strategies including how to deal with disagreement or anger in interrelationships.
- iii. A student alleged to have deliberately pushed or hit a fellow student or staff member may be excluded pending the results of an investigation by a senior staff member.
- iv. A student found to have deliberately hit or pushed another member of the College community in a manner that is unwelcome may either be suspended or have her enrolment terminated. In the event of an enrolment termination there is no refund of fees for the particular school term.
- v. In the above process the Principal may coordinate an internal counselling response or provide advice on counselling external to the College.
- vi. The College may be required to refer incidents of this type to an authority external to the College.

APPEARANCE

Each student is a representative of the College and as such she is expected to wear full uniform (as specified in the uniform list) when moving to and from the College, and at any time during the day when she has been permitted to leave the grounds. Standards laid down on the uniform list must be maintained.

- Green College Jackets ('blazers') are an essential part of the College uniform. Whilst it is recognised that students may not need to wear their jackets to and from the College when they are in summer uniform, students need to be aware that when in winter uniform the green jacket **MUST** be worn at all times when outside the College. It is **NEVER** appropriate for students to be outside the College gates and wearing the College jumper as their outer garment. The College overcoat is designed as an additional item to uniform and is designed to be worn over the top, not in place of, the green jacket. Year 12 students purchasing a Year 12 jersey should do so with the knowledge that it is designed to be worn only within the College grounds during the set period of winter uniform.
- Hair must be maintained in a healthy manner that is well-kept, neat and appropriate to the wearing of College uniform.

Reception to Year 6 students need to maintain their hair in a manner appropriate to younger students: styles must not be extreme and natural hair colour must not be varied in any way.

The College recognises that older students may wish to adjust their hairstyles as they mature into young adults. At all times Year 7 to 12 students must have natural looking hair: any shadings must be subtle, and not intrusive to the appearance of the uniform. Extremes in hairstyle or in colour variation will not be permitted as appropriate to complementing College uniform, and therefore the College reserves the right to ask for an immediate return to a less extreme style in any student assessed by the College as presenting in such an inappropriate manner. In addition, for Public Health reasons, any Reception to Year 12 students who choose to have hair longer than collar length must keep their hair tied neatly up and back with black (regulation) scrunchies, or black/blackwatch tartan ribbons.

- Shoes need to be regularly cleaned and maintained in a good state of repair. The following guidelines should be observed when purchasing shoes:
 - plain, black, leather lace-up shoes designed for school wear (NOT a jazz shoe or similar which has vertical stitching down the front)
 - NOT to be chunky, or decorated (with coloured stitching, brass eyelets or any patterned etching) and not in patent leather
 - soles should not be crepe or heavily rippled, and as a guide should not be greater than 10mm in thickness so that the shoe remains neat rather than chunky in appearance.
- Makeup and nail polish are not appropriate with correct presentation of uniform.
- Jewellery for all students must be limited to what is appropriate to a uniform – only a plain style watch and plain silver or gold studs as earrings. Such earrings are to form a matching set with only one to be worn low in the lobe of each ear. All students are expected to display *College and house badges* correctly on their uniforms at all times.
- Only the Regulation Crested College Bags or the black trolley bags, all purchased through the Uniform Store, are to be brought to the College.
- On arrival home, students should change out of uniform unless they are prepared to wear **FULL UNIFORM** while out shopping with parents, etc.

ATTITUDE TO STUDY

The purpose of attending the College is to achieve certain academic standards, and since the learning process requires obedience, respect, cooperation and self-discipline, it is expected that students will take a positive attitude to their work.

As a part of this process, teachers will not accept careless, untidy work, late assignments or insolence.

Only students who have satisfied staff that they are working steadily and to capacity may represent the College in sporting and other activities.

Two Friday Detentions in a year may result in suspension of the student from the College at the discretion of the Principal, with re-admission dependent upon the student's determination to act responsibly and upon the Principal being given certain assurances by the parents.

2007 Fee Schedule

Two accounts for fees will be rendered during the school year. The accounts will be posted prior to commencement of Autumn Semester and Spring Semester, i.e., January and June, and will be due for payment within 14 days of being rendered, unless otherwise indicated on the fee statement.

TUITION FEES

Reception:	\$5 994 per semester (\$11 988 PA)
Kindergarten, Years 1 and 2:	\$5 257 per semester (\$10 514 PA)
Years 3 and 4:	\$6 669 per semester (\$13 338 PA)
Years 5 and 6:	\$6 948 per semester (\$13 896 PA)
Year 7:	\$8 561 per semester (\$17 122 PA)
Years 8, 9 and 10:	\$8 966 per semester (\$17 932 PA)
Year 11:	\$9 328 per semester (\$18 656 PA)
Year 12:	\$9 328 per semester (\$18 656 PA)

BOARDING FEES

Years 6 to 12	\$8 308 per semester or part thereof (\$16 616 p.a.) charged in addition to Tuition Fees includes GST.
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ANNUAL EXCURSION FEE

Reception and Kindergarten	\$120
Year 1 to Year 11	\$150
Year 12	\$85

ANNUAL TECHNOLOGY FEE

Year 1 to Year 11	\$225
Year 12	\$125

CONDITIONS

- Other Fees:** Additional fees may be charged by Teaching Faculties to meet costs of materials supplied to students and for overnight camps.
- Notice of Withdrawal:** A school term's notice (half a semester) in writing, or a term's fees (half a semester) are required before the withdrawal of a student or the discontinuation of an optional subject. Therefore, notification late November/early December for withdrawal at year's end does not constitute a term's notice.
- Boarding Fee:** This fee is charged for Boarders in addition to the Tuition Fee and is calculated per semester. For all years, other than Year 12, to withdraw a student from the Boarding House, a school term's notice (half a semester) in writing or one term's fees (half a semester) in lieu are required. In the case of Year 12, boarding places are offered on the understanding that the fee is an annual one and there is a commitment to pay the whole year's fee. There is no option of payment by the term for Year 12 boarding. Additionally, there is a Boarders' Activity Fee of \$100 per semester.
- Boarders' Pocket Money:** It is suggested that Boarders be provided with no more than \$400 per semester to be held in a Commonwealth Bank account which can be accessed through a local ATM.
- Payment of Fees:** Fees are payable as per the conditions of enrolment. N.B. Year 12 Spring Semester fees MUST be settled by week 1 of Term 3. NO receipts will be issued unless specifically requested.

- Late Payment of Fees:** Fees not paid by the due date may be subject to legal proceedings.
- Annual Technology Fee:** This includes classroom and research hardware and software expenses, school Internet access, web mail and community access to the PLC site.
- Parents and Friends' Association:** Subscriptions to the P&F Association are optional and encouraged.
- Excursion Fee:** This annual fee will cover excursion costs other than overnight excursions. This is a fee formed by averaging out these excursion expenses over the Junior/Senior years. It also includes payment for all in-house seminars by visiting presenters, and is charged with the Autumn Semester account.
- Tuition Fees in Advance Scheme:** The College has introduced this Scheme so that parents may make provision for their daughter's fees to be secured at an indexed fee rate. Please contact the Bursar for further information on this Scheme.
- Tax Deductible Donations:** It is hoped that all families will support the ongoing development of the College through the contribution of tax-deductible donations to the Building Trust. These contributions are especially appreciated. Suggested amount is \$300 per semester for 2007.
- Goods and Services Tax (GST):** Charges not strictly related to the Kindergarten to Year 12 curriculum will attract GST. Examples include food supplied to the Boarding House, private tuition, after-hours courses and holiday courses.
- BPAY facilities** are available for payment of Tuition and Boarding fees.
- Overseas Students:** PLC Sydney is registered by the Department of Education, Science and Training (DEST) to accept overseas students (CRICOS Provider Number: (02280D)). An overseas student is one who is NOT an Australian or New Zealand citizen, a permanent resident of Australia or a refugee. The school does not receive government subsidies for overseas students who must, therefore, pay full fees according to a government approved scale. The fees shown above are for Australian or New Zealand citizens, permanent residents or refugees only.

The 2007 Full Fee Paying Overseas Tuition Fees are:

Years K-2:	\$15 000
Years 3-6:	\$18 000
Years 7, 8 and 10:	\$23 200
Year 9:	\$23 600
Year 11:	\$24 000
Year 12:	\$24 600

These include Overseas Student Health Cover and the Annual Technology and Excursion Fees.

Fees are subject to alteration.

Notice Accompanying the Collection of Personal Data

1. The Presbyterian Ladies' College, Sydney collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter.
2. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing, or relating to, the operation of schools, require that certain information is collected. These include Public Health and Child Protection Laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The College will ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, bulletins and magazines, and on the College website. Such information may be in varying forms including printed, digital or photographic form. On occasions the College may make such information available to the wider community in print and digital format. If you do not agree to this you must advise the Principal, in writing, now.
9. Parents may seek access to personal information collected about them and their daughter by contacting the College. Students may also seek access to personal information about themselves. There may be a fee associated with access applications. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
10. As you are aware, from time to time, the College engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations which assist the College's fundraising activities - the PLC Sydney Ex-Students' Union, PLC Sydney Foundation, the PLC Sydney Parents and Friends' Association.
11. We may include your contact details in a year group, class, team or activity list. If you do not agree to this you must advise the Principal, in writing, now.
12. If you provide the College with the personal information of other persons, such as doctors or emergency contacts, we encourage you to inform them:
 - i. that you are disclosing that information to the College
 - ii. the reason for your disclosure to the College
 - iii. that they can access that information if they wish
 - iv. that the College does not usually disclose the information to third parties.

The Presbyterian Ladies' College, Sydney is a School of the Presbyterian Church in New South Wales. We welcome all girls to a caring Christian environment that encourages the pursuit of excellence in all areas of life.

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“...a delicate work of interconnectedness”

PLC

Presbyterian Ladies' College,

1888



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